



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** **CONFIDENTIAL HOMICIDE COORDINATOR**

**SALARY:** \$44,261.62 - \$56,859.92 annually

**LOCATION:** Monroe County District Attorney's Office

### **JOB SUMMARY:**

This position involves assisting in the investigation of homicides and securing and disposing of evidence for the Office of the District Attorney. Responsibilities may also include photography responsibilities. Work is conducted in accordance with established industry practices and procedures. The employee reports directly to and works under general supervision of a senior level staff member. The work may involve on-the-scene investigations, including nights and weekends. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Nine (9) years of paid full-time or its part-time equivalent experience as a police officer that involved specialized investigative experience including such physical crimes as rape, robbery, homicide, arson, assault, burglary; OR;
- (B) Nine (9) years of paid full-time or its part-time equivalent experience as a police officer at the Sergeant level or higher; OR;
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

### **SPECIAL REQUIREMENTS:**

- (1) Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.
- (2) Possession of a Police Officer Training Certificate issued by the New York State Bureau for Municipal Police Training Council at the time of appointment.
- (3) Must be a United States Citizen at the time of appointment.
- (4) Possession of a valid class **D** license to operate a motor vehicle in New York State at the time of application.
- (5) Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards may result in disqualification.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**NOTE:**

Employees in this title are eligible to enroll in the **New York State and Local Retirement System**.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DISTRICT ATTORNEY'S OFFICE  
47 SOUTH FITZHUGH STREET  
ROCHESTER, NY 14614  
ATTN: KAREN FARSACE